

PEM Board Report – March 2022

Vicki Deady, Advent House Director of Development

1. The 2020 Annual Appeal fundraiser was successful with a net profit of just over \$44,431.10. I processed the responses and wrote nearly 350 Annual Appeal thank you notes during the month of December and January.
2. Most of my efforts have been spent in preparing for the 2022 Advent House Dinner Dance at Monroe Golf Club scheduled for Saturday, April 2, 2022. I have been training a new Auction chairperson, Pam Gambrill and she has been a delight to work with! We have wonderful Live Auction items including a Dinner for 8 at Monroe Golf Club with Wine Pairings, Golf at Cobblestone Country Club and Oak Hill Country Club, \$1,500 gift card for Mirbeau Spa in Skaneateles, NY, Derek Jeter autographed memorabilia and more! Thank you to the PEM Board members who have signed up to attend this lovely event. And of course, my incredible gratitude for the most amazing committee of volunteers, Becky Nickel, Pam Gambrill, Karen Zachman, Mary Jo Coniglio and even from afar, Julie Schwartz. These women are such a blessing to the mission of Advent House.
3. The website has been updated with the new date as well as the date for the Advent House Golf Tournament which will be held on Friday, September 16, 2022.
4. The final net profit for the 2020 United Way Day of Giving, ROC THE DAY, was just under \$1,800.
5. I prepared and sent out grant requests for the Masonic Service Bureau, and Tithing committees for several of our local churches. I completed the final report for the Joseph E. Brown grant and we have received those monies to be used for additional re-opening supplies.
6. For Sweet Charity, I continue to spend Wednesdays on location. During the past month as staff was on vacation and we finalized procedures to re-open, I also worked Thursday mornings. I continue to coordinate our quarterly PCI Compliance tests and have written up the procedure for the Sweet Charity handbook so that their staff can setup these tests upon my retirement.
7. I handled the change-over of our Filemaker data base from 2021 to 2022 and have trained our business manager on the procedure. Since our Business Manager, Amy Hiller, has added PayPal to our website, I have developed a procedure for the acknowledgement of those donations.
8. Lastly, in anticipation of my April 14th retirement date, I have spent a great deal of time creating a detailed manual for my position in calendar order as well as on-going tasks.

Respectfully submitted,

Vicki Deady, Advent House Director of Development